

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION**NO.****DATE**

12 September 1984

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

13 SEP 1984

14 SEP 1984

2.

DD/CO

13 SEP 1984

13 SEP 1984

3.

OC-MLS

13 SEP 1984

4.

OC/OL/IMC

6.

7.

8.

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10.

11.

12.

13.

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15.

Archiving

FORM
1-79**610** USE PREVIOUS
EDITIONS**CONFIDENTIAL**

GPO : 1983 0 - 411-632

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OC 10593-84
12 SEP 1984

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 4-7 September 1984

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SUBJECT: OC-AMD Staff Notes - 4-7 September 1984

25X1

9. During the week, Panel N experienced a loss of one technician with no gains. Panel N is currently 32 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 8 technicians under strength. Panel MCD experienced a gain of 1 employee with no losses. The Panel is currently 70 employees over authorized ceiling. There are 99 EOD students in training, while 17 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 63 personnel under strength.

10. The EDAC coordinator met with the wives of 14 students for a morning long session at the Communications School. The objectives of the meeting were to discuss their concerns about their official responsibilities overseas. The coordinator was accompanied by a Chief of Station's wife and a Communication Officer's wife, who helped brief the spouses on Foreign Service life.

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11. The Office of Personnel (OP) is reestablishing the temporary clerical pool where uncleared clericals can be assigned while awaiting their approvals. This action will make the Agency more competitive in attracting clericals on the employment market and at the same time be used for training and orientation purposes. This has the added benefit of increasing the clericals in the pipeline. In a related action, OP will hire as "standby" contract employees, professionals and technical applicants who are unemployed and who would otherwise be forced to accept other job offers. They will not be "pooled", but will be provided with unclassified projects, provided by the sponsoring office, to perform at home. When these individuals are fully cleared, they will be converted to Staff Employee status or brought in.

12. Chief, OC-AMD/PAB, and a staff member, met with OP/PMCD representatives to discuss the TCO Banding Pay System Memorandum of Understanding prepared by OP/PMCD for D/CO and D/OP approval. We believe that within the next two weeks a final agreement will be reached by D/CO and D/OP.

13. Recruitment Evaluation Section was tasked with the compilation of selected information for the A/DDA and DA females and minorities in grades GS-13 through SIS. The statistics have been gathered and prepared for forwarding.

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25X1 17. ESS has been informed that the first 100 VHS systems should be delivered [redacted] circa 28 September. The vendors bid was low enough to enable us to purchase three additional systems with the funds remaining.

18. On 5 September, ESS provided facilities and personnel to produce a video tape for OP's Insurance Division. Two representatives from Mutual of Omaha participated in the production and will edit the program at the Company's home office in Omaha.

19. ESS will facilitate a request from OP to video tape an address by Mr. McGee, D/OP, on 25 September as well as a question and answer session with Mr. McGee on 26 September. A memorandum will be provided by D/OP through D/CO formalizing this service.

25X1 20. The Operations Staff had 10 instructors TDY to conduct overseas training.